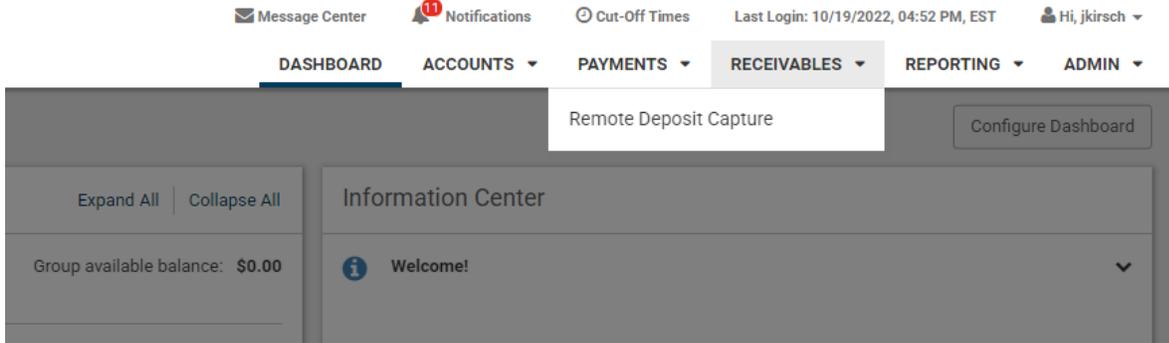




## REMOTE DEPOSIT CAPTURE USER GUIDE

### Logging Into Remote Deposit Capture:

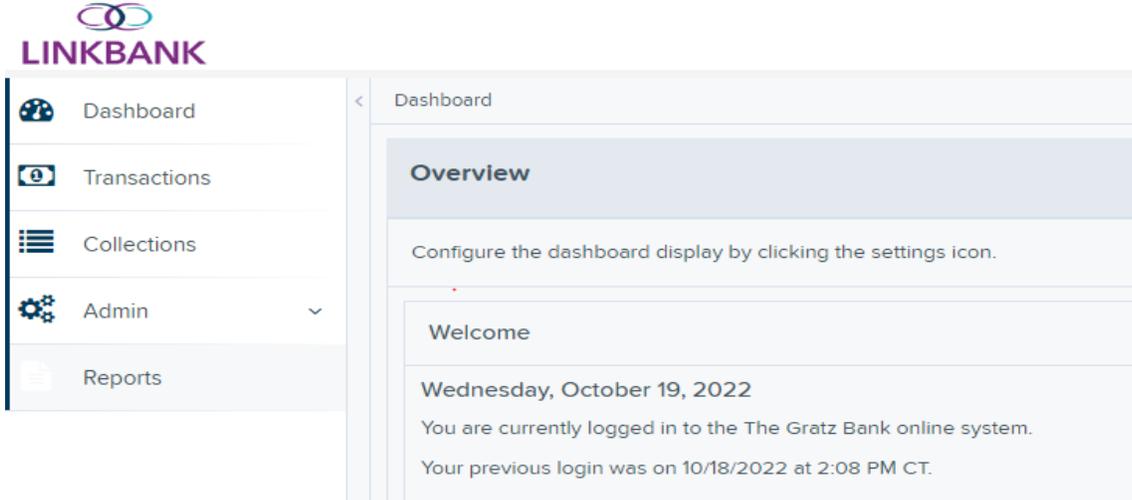
Option 1: Click on the Receivables Tab in online banking and choose Remote Deposit Capture



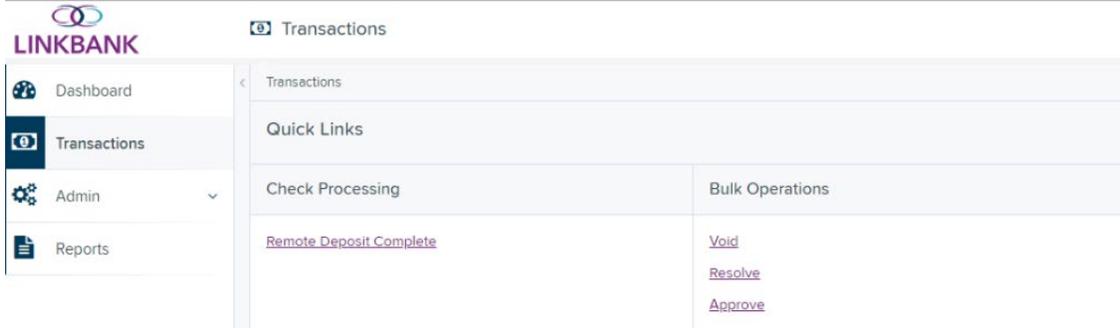
Option 2: Go to linkbank.com and click on the Remote Deposit login page and enter your Remote Deposit credentials

### Creating a New Deposit:

Once logged in, select **Transactions** from the main sidebar menu



### Select Remote Deposit Complete



## Select Create New Deposit

Transactions / Remote Deposit Complete

Open Deposits 10 Per Page « < > » Displaying Page 1 of 1, Records 1 to 4 of 4

Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	D
<input checked="" type="checkbox"/>		10/15/2015 1:11:04 PM CT	Cedar Ridge	Test Deposit	Ebbing Testing (BBB)	42 / 9	^
<input checked="" type="checkbox"/>		10/20/2015 3:45:25 PM CT	Blossom Hill	15.44:39.8969439 10/20/201...	jjj	30 / 5	
<input checked="" type="checkbox"/>		11/25/2015 8:06:18 AM CT	AA CPP Locatio...	08:05:36.4301793 11/25/2015...	201511252	6 / 1	
<input checked="" type="checkbox"/>		12/1/2015 1:35:11 PM CT	AA CPP Locatio...	J's New Deposit	uiui	0 / 2	

➔
Create New Deposit
Close Deposit(s)
Delete Deposit(s)

Choose the correct **Location** (account), **Number of Checks** in the deposit, and enter the **Total Amount** of the Deposit

LINKBANK Transactions

Dashboard  
Transactions  
Admin  
Reports

Transactions / Remote Deposit Complete / Create New Deposit

### Create New Deposit

**Location \***  
Operating

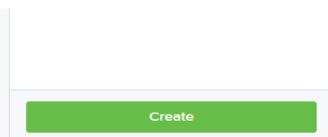
**Deposit Name \***  
15.24:47.0094588 10/19/2022 Deposit

**Number Of Checks \***  
5

**Total Amount \***  
\$ 1000.00

**Scanner Terminal Number**  
5900377

Load the checks into the scanner and then select **Create**

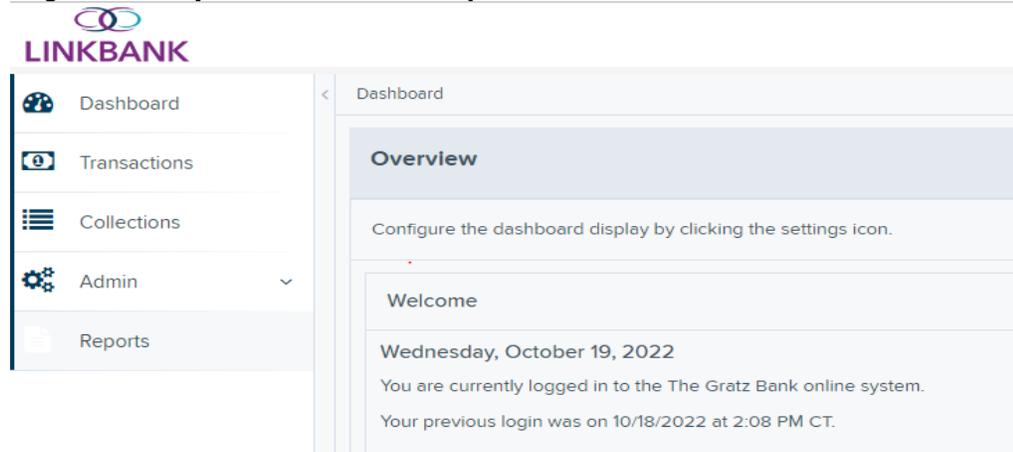


The scanner will turn on and automatically feed the checks through the machine. Once all checks are scanned. Click **Complete Deposit**

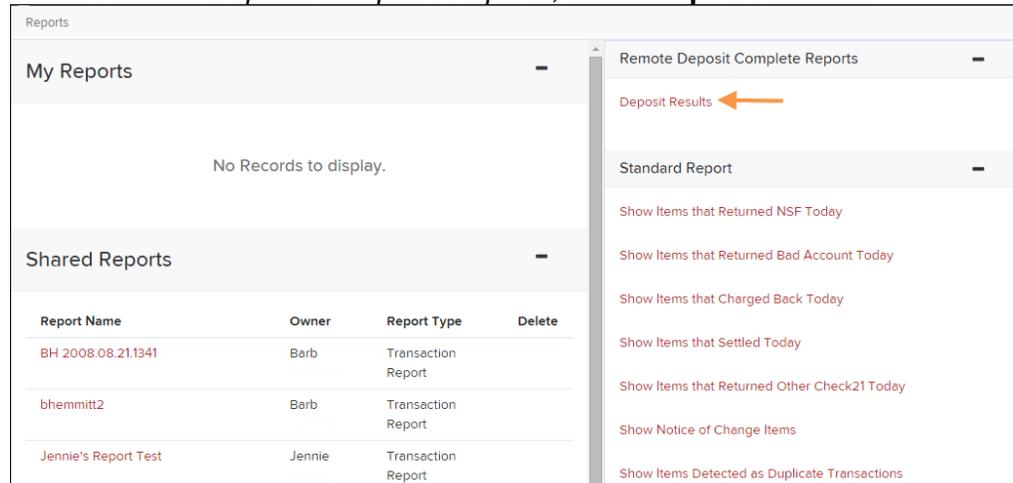


## Reports:

Log in to the system, and select **Reports** from the left main menu



Under *Remote Deposit Complete Reports*, select **Deposit Results**



Designate a **Location** for the report. Select a pre-defined date range for the report next to the Quick Pick option, or specify a **Start Date** and **End Date**

The screenshot shows the 'Deposit Results Search' form. It contains the following fields:

- Location ID**: A dropdown menu.
- Quick Pick**: A dropdown menu with 'Today' selected.
- Start Date**: A date picker showing 'Jan 6, 2016'.
- Start Time**: A time picker showing '12:00 AM'.
- End Date**: A date picker showing 'Jan 7, 2016'.
- End Time**: A time picker showing '12:00 AM'.

At the bottom of the form is a green button labeled 'Get Deposits'.

Select **Get Deposits**. A list of batches matching the filters appears.

Deposits matching your search criteria Displaying Page 1 of 1 Records 1 - 2 of 2

Records Per Page 10

Item Details	Deposit Details	Create Date	Location	Custom Batch Id	Batch Type	Description
		12/1/2015	Location 1	uiui	Remote Deposit	.New Deposit
		12/21/2015	Avalon Campbell	5646542	Remote Deposit	17:49:04.1335657 12/21/2015 ...

From the Deposit Results page, select View under the Item Details column to view events about that transaction in the deposit.

Deposits matching your search criteria Displaying Page 1 of 1 Records 1 - 2 of 2

Records Per Page 10

Item Details	Deposit Details	Create Date	Location	Custom Batch Id	Batch Type	Description
		12/1/2015	Location 1	uiui	Remote Deposit	.New Deposit
		12/21/2015	Avalon Campbell	5646542	Remote Deposit	17:49:04.1335657 12/21/2015 ...

The *Items in deposit* will appear. To view batch details, select the icon under *the Item Details* column.

Reports / Deposit Results / Item Details

Items in deposit J New Deposit Displaying Page 1 of 1 Records 1 - 1 of 1

Item Details	Check Image	Sequence #	Item Date	Status	Customer Name	Routing / Account #	Check #	Amount	Deposit As
		1	12/1/2015	Rejected		111016064 / 0		\$85.24	/ NONE

The *Batch Item Details* page appears.

Reports / Deposit Results / Item Details / Batch Details

Batch Item Details	Show Events	Hide Events
Sequence #: 1		
Routing / Account #: 111016064 / 0		
Check #:		

Select **Show Events** at the top of the page to display a record of events for this item.

Reports / Deposit Results / Item Details / Batch Details

Batch Item Details		Show Events	Hide Events			
Sequence #:	1					
Routing / Account #:	111016064 / 0	Event Date	Event	Application	User ID	User Name
Check #:		12/1/2015 3:30:43 PM CT	Rejected	Remote Batch Deposit	6964	
MICR:	t111016064t 000???2483445o 1073	12/1/2015 1:35:23 PM CT	CARReco	Orbograph	1	85.24
Amount:	85.24	12/1/2015 1:35:17 PM CT	CheckDecisioningError	0	0	RD
Item Status:	Rejected	12/1/2015 1:35:17 PM CT	Created	Remote Batch Deposit	197656	Check Decisioning Failed:Invalid character printed

For further instruction on how to use additional RDC features, please refer to the **Treasury Complete Guide** or contact **Professional Services** at [professionalservices@linkbank.com](mailto:professionalservices@linkbank.com)